



Australian Government

Department of Education, Employment and Workplace Relations

BSBATSIC510B Conduct a community meeting

Release: 1

BSBATSIC510B Conduct a community meeting

Modification History

Unit Descriptor

This unit covers the planning and conducting of community meetings, including bush meetings, which the Board may initiate or facilitate.

Some aspects of governance activities may be subject to legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.

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Application of the Unit

This unit applies to individuals with a broad knowledge of the business or core functions of organisations who contribute their skills and knowledge to monitoring and guiding the activities of organisations in the Indigenous community.

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Licensing/Regulatory Information

Pre-Requisites

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Negotiate the basis of a meeting and plan the event	1.1 Undertake consultation as to the purpose of the proposed meeting, location, date and time with appropriate people 1.2 Agree upon, by the appropriate people, the broad agenda and list of invited guests 1.3 Communicate details of the meeting to relevant community groups 1.4 Organise venue, travel, meals and accommodation 1.5 Address the requirements of people with special needs to ensure equity and access issues are not ignored
2 Promote the meeting	2.1 Circulate information regarding the meeting to the community and invited guests 2.2 Contact key people and provide details of the meeting
3 Conduct the meeting	3.1 Agree to the Chairperson for the meeting according to community procedure 3.2 Follow relevant meeting protocols to ensure consistency in the conduct of the meetings 3.3 Acknowledge all points of view through appropriate processes of discussion and

- documentation
- 3.4 Encourage full participation
- 3.5 Seek consensus in decision-making
- 3.6 Manage appropriately **difficult situations**
- 4 Record decisions
 - 4.1 Clarify and note recommended actions resulting from decisions
 - 4.2 Nominate people and organisations responsible for actions
 - 4.3 Record decisions and recommended actions
- 5 Communicate outcomes
 - 5.1 Share meeting outcomes with participants and relevant others
 - 5.2 Advise participants to utilise their networks to communicate information and decisions
- 6 Implement decisions
 - 6.1 Action decisions of the meeting through relevant individuals, groups and agencies
 - 6.2 Report results to participating Elders and organisations through established channels

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Oral or written communication

Cross-cultural competence, including gender and disability

Evaluation and decision-making

Networking

Negotiation

Required knowledge

Cultural context - Boards are upholders of traditional and cultural values. Relevant aspects of culture may include: cultural protocols, language (both Traditional and Aboriginal English), Aboriginal learning styles, cultural business, family and community responsibilities and local history

Community control - community participation and control in decision-making are central to organisations and the role of Boards is to support the community in these processes

Location and resources - organisations operate in diverse locations where cultural, social, economic and political conditions may vary widely. Also, acute resource shortages may also determine the options available

Legal requirements - organisations operate under provisions of federal, state or territory legislation as legal entities and funding recipients which influence decision-making

Organisation processes

Equity and diversity principles

Relevant community bodies

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

Integrated demonstration of all elements of competency and their performance criteria; and

Ad hoc meetings are conducted effectively

Context of and specific resources for assessment

Assessment must ensure:

This unit of competency should be assessed through the performance of Board duties, but in the event that there is no opportunity to observe such a performance a simulated environment can be used but such simulation must replicate Board conditions in terms of: performing the task; managing a number of different tasks; coping with irregularities and breakdowns in routine; dealing with the responsibilities and expectations of the Board, including working with others; and transferring competency to other situations

Knowledge and performance to be assessed over time to confirm consistency in performance

Method of assessment

The following assessment method is appropriate for this unit:

Performance of Board duties, or through an accurate simulation of Board duties

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

BSBATSIC411B Communicate with the community.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Appropriate people may include:	Elders Traditional Owners
Invited guests may include:	government representatives mining companies Land Councils
Methods of communication may include:	facsimile notices networks
Providing bodies may include:	Land Councils state Aboriginal Affairs Departments
Special needs may include:	interpreters child care disabilities
Protocols may include:	introductions / welcomes land / gender / clan issues order of speakers minute taking agenda formats
Meeting processes may include:	forms of discussion decision-making language gender groups
Difficult situations may include:	conflict impasse in decision making

organisational

Unit Sector(s)

empty
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Competency field

Regulation, Licensing and Risk - ATSI Governance
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